



Title: I, Payroll/Personnel Manual

Chapter:

Bulletin: Title I, 06-21, Availability of Entering Canceled Payments in the Web-Based Special Payroll Processing System (SPPS) and Changes to Budget Object Class Codes 1195 and 1198

Date: October 18, 2006

To: Holders of the Payroll/Personnel Manual

This bulletin is being issued to inform users of changes to the Web-Based Special Payroll Processing System (SPPS Web) for requesting a canceled payment issuance and Budget Object Class Codes 1195 and 1198.

Canceled Payment Issuance

Effective immediately, after agencies review and research the Reporting Center report, Canceled Payments Requiring Agency Action (DOTS) Report, and determine that a canceled payment needs to be issued, they should submit requests via SPPS Web following the instructions contained in the attachment to this bulletin.

Limited Payability Payments

For Limited Payability Payments, Budget Object Class Code (BOCC) 1198 will no longer be used. Instead BOCC 1195, Canceled & Undeliverable Checks, will be used for these types of payments. Please note that the description for BOCC 1195 has also been updated.

The SPPS Web procedure, which is available online at the NFC Web site, is being updated to include the information in this bulletin. To view and/or print this procedure, go to the NFC Home Page (www.nfc.usda.gov) and click the **Pubs & Forms** icon. At the Pubs & Forms page left-hand menu, click *List by Title/Chapter*, then search for Title I, Chapter 8, Section 3, on the list provided.

For questions about policy/regulations, contact your Agriculture Payroll/Personnel User Group (AGPUG) representative or Committee for Agriculture Payroll/Personnel System (CAPPS) representative. Please refer questions about SPPS Web to the Payroll/Personnel Call Center at **504-255-4630** .

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Attachment

To Request A Canceled Payment Via SPPS Web

1. Log on to SPPS Web.
2. On the SPPS Web Main Menu, click **[Adjustments]**. The Adjustments window is displayed.
3. On the Adjustments window, type the applicable social security number (ssn).
4. After typing the ssn, remove the user ID from the User ID field.
5. Click **[Search]**. If there is an existing record for that ssn, the record will be displayed.
6. Select the record and click the Remarks/Note icon.
7. Review the record to prevent duplicate payments.
8. Click **[Add]** to add a new record. The Add Adjustments window is displayed.
9. Complete the required fields. All required fields are designated by an asterisk (*).
10. In the PP field, type the pay period in which the payment was originally issued.
11. Leave the NFC Process check box blank. Do not check this field.
12. On the Type Of Adjustment drop-down, select **Miscellaneous Payment**.
13. In the Agency Remarks field, type **Processing Canceled Check For PPXX/XXXX** (complete the values for the pay period and year of the payment. If multiple pay periods are involved, this must be designated in this field).
14. Click **[Save]**. The Miscellaneous Payment window is displayed.
15. On the Type Of Payment drop-down, select **Canceled & Undeliverable Checks**. Transaction Code (TC) 3, Suffix 06, Canceled & Undeliverable Checks, will be generated.
16. Type the applicable accounting in the Acct field.
17. In the Gross Amt field, type the **net** amount of the payment. This amount is displayed on the Reporting Center report, Canceled Payments Requiring Agency Action (DOTS) Report.
18. Click **[Save]**.
19. Click **[Address]**. The Check Mailing Address window is displayed.
20. On the Check Mailing Address window, review and/or revise the information.
21. Click **[Save]**. The Miscellaneous Payment window is displayed.
22. Click **[Computation]**. The Computation List window is displayed.
23. On the Computation List window, review the information.
24. Click **[Close]**. The Miscellaneous Payment window is displayed.
25. Click **[Certify]**. The Certify Adjustment window is displayed.
26. On the Certify Adjustment window, review the information.
27. Click **[Certify]**. A Certification pop-up appears.
28. On the Certification pop-up, click **[OK]**. The Miscellaneous Payment window is displayed.
29. Click **[Approval]**. Payment is now ready to be disbursed during the next Manual Pay Schedule (Monday-Friday 11:00 a.m. Central Time).